

Job Announcement

Experience Works Chief Operating Officer (Arlington, Virginia)

(June, 2009)

Experience Works has retained executive search firm Slesinger Management Services to recruit a seasoned leader and manager with significant experience developing and implementing change and improvement in large organizations to serve as chief operating officer.

A new position, the COO will be responsible primarily for overseeing the organization's day-to-day operations, with a major focus on creating new systems and processes to make the organization more efficient and effective, building on its 45-year history. The new COO will also enable the CEO to focus on the significant external responsibilities of her position.

Applications will be accepted until this search is completed. To see if the search is still active, please go to www.SlesingerManagement.com.

The Organization

Experience Works is a nonprofit, community-based organization that helps older people obtain the training and experience they need to find good jobs in their communities. Since 1965, when Experience Works was founded as Green Thumb, a rural demonstration project that provided community service work for poor farmers, it has been a leader in providing community service, training, and job placement for low-income older people. The organization's programs help this growing group of Americans enter the workforce, secure more challenging positions, move into new career areas, or supplement their incomes. The people of Experience Works are proud that they have the opportunity to change people's lives every day. Given demographic trends and the state of the U.S. economy, the number of older people entering or reentering the workforce is currently growing rapidly.

With contracts primarily from the U.S. Department of Labor's Senior Community Service Employment Program (SCSEP), as well as from some states, corporations, foundations, and individuals, Experience Works currently has a budget of \$140 million and a staff of 400 people who operate in 30 states and Puerto Rico. About 16,000 low-income older Americans will participate in Experience Works programs in 2009.

To learn more about Experience Works, please see www.ExperienceWorks.org.

The Position and its Principal Responsibilities

Reporting to Cynthia Metzler, Experience Works' president and CEO since 2006, the chief operating officer will oversee the internal operations including programs, financial management, human resources, and information technology. (External affairs areas report directly to the President.)

The chief operating officer will be responsible for:

1. Working with the CEO and organizational leaders to continue to enhance, strengthen, and expand organization service and performance.
2. Leading the creation and implementation of new systems and procedures to automate and centralize functions (such as how participants are enrolled in programs) that will enable the organization to operate more efficiently and effectively.
3. Leading culture change that promotes accountability, performance, and service.
4. Energizing staff to deliver services that realize the mission.
5. Leading an evolving reorganization with a strong history and culture to enhance services, lessen redundant functions, and more fully support the work of field staff.
6. Developing new systems of measuring and reporting on performance throughout the organization so that the organization's assets (financial, human, etc.) are used in the most effective way.
7. Serving as part of the senior management team,
8. Overseeing department directors who have been at Experience Works for many years and bring significant experience to their work.

Desired Skills, Experience, and Characteristics

The chief operating officer should be:

1. Knowledgeable about how to introduce and effectively lead change, especially process improvement and restructuring of roles, responsibilities, and expectations, in a large, established organization with programs and offices in communities throughout the country.
2. Eager to take advantage of emerging information technology to improve internal operations and strengthen communications and decision-making within a far-flung organization.
3. Experienced with tools to measure performance by individuals and teams in a large organization.
4. Capable of providing effective supervision and leadership to high-level department directors who will report to the COO.
5. Familiar with effectively developing managers and leaders.
6. Knowledgeable about federal grants and contracts, including compliance obligations of nonprofit recipients of such funding.
7. Familiar with effective tools of financial and program management
8. Capable of working collegially with the organization's leaders.
9. Experienced with mission-driven nonprofit organizations.
10. Committed to the mission of Experience Works.

Compensation

Salary will be commensurate with experience and qualifications.

To Apply

Please **e-mail** 1) cover letter that explains why you're interested and qualified, 2) resume, and 3) three-year salary history (which will be held in strict confidence) to:

Larry Slesinger, Founder and CEO
Slesinger Management Services
301-320-0680

E-mail: Larry@SlesingerManagement.com

(please include "Experience Works" in subject line; attached files in Microsoft Word or PDF only)